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Class Specifications  
for the Class:

BOOKMOBILE DRIVER

Duties Summary:

Operates and maintains a vehicle used to provide library services to areas where public library service is not accessible; performs clerical duties associated with the operation of the bookmobile and library; and performs other duties as required.

Distinguishing Characteristics:

This class reflects an independent worker performing the full range of the duties and responsibilities associated with operation of a bookmobile, including driving, maintenance of the vehicle in operational condition, maintenance of records, and clerical work associated with the utilization of resources by the public. After an initial training/orientation period, the worker assumes responsibility for the lawful and safe operation of motorized equipment representative of this class and for arranging and/or providing for its upkeep and maintenance. A position in this class also assists the library staff person providing services on the bookmobile in clerical tasks. During periods when the bookmobile is not scheduled on the road, a position in this class performs upkeep on the vehicle (e.g., cleans, washes, waxes, changes light bulbs and windshield wipers, etc.) and schedules maintenance and repair (e.g., tune ups, oil changes, etc.); restocks the automobile with designated books, magazines and necessary forms; and assists library personnel with clerical duties at the home base library. A position in this class receives general supervision from a library staff person who is in charge of bookmobile service when out at community site.

Examples of Duties:

After precheck, drives a bookmobile to scheduled locations accompanied by the library staff person in charge of direct services; greets patrons; checks books in and out;

assists patrons in filling out charge slips and may assist in finding books; checks for damage to books and does minor mending; keeps tallies (e.g., number of date due slips used, etc.); fills out and inserts snags for missing date due slips; reads shelves; restocks shelves; restocks supplies for circulation duties; fills vehicle with gas; maintains operational records of vehicles; does minor repairs (e.g., change wiper blades and lights); washes and waxes vehicle; cleans interior of vehicle; monitors condition of vehicle and arranges for repairs; checks bills received for accuracy, signs and submits for payment; makes change and writes receipts for purchases or payments received for book bags, lost or damaged books; trains relief and/or new drivers; checks materials in and out at base library; unpacks books and checks against invoice; affixes pockets in paperbacks; cares for Audio Visual equipment; and files materials.

Knowledge and Abilities Required:

Knowledge of: Laws, ordinances, rules and regulations governing the operation of motor vehicles of this type on streets and highways; hazards and safety practices related to operating a vehicle of this type.

Ability to: Operate a vehicle characteristic of this class of work in a safe and lawful manner after a reasonable break in period; recognize, describe, and report mechanical difficulties; understand and follow oral and written instructions; compare names, words and numbers rapidly and accurately; make basic arithmetic operations; make change; deal effectively with children and adults from a wide variety of socio-ethnic-economic backgrounds; lift and carry heavy loads of books on to and off vehicle; reach the top shelf and insert and retrieve books.

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This is a change in title and an amendment to the class specification for the class BOOKMOBILE DRIVER I, approved on April 7, 1959.

PART I  
BOOKMOBILE DRIVER

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DATE APPROVED: 6/1/81 for /s/ Wayne Yamasaki  
DONALD BOTELHO  
Director of Personnel Services